

**Orleans Parish Juvenile Court**  
**Orleans Detention Alternative Program (ODAP)**  
**Administrative Assistant**

**JOB DESCRIPTION:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

**DUTIES:**

- Answer telephones and transfer to appropriate staff members.
- Meet and greet customers, vendors and visitors.
- Prepare invoices, reports, memos, letters and other documents using word processing, spreadsheets, database and presentation software.
- Perform general clerical duties, to include but not limited to, typing, photocopying, faxing, mailing and filing.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/FedEx/Airborne packages.
- Research, price and purchase office furniture and supplies.
- Maintain calendar (make and schedule appointments).
- Request and complete work orders for repairs and upkeep of facilities and Property.
- Complete reports, forms, documents, etc., under the direction of Orleans Detention Alternative Program Director.
- Perform other related duties as assigned.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- High school diploma or GED (1-3 years of clerical experience).
- Basic reading, writing and arithmetic skills required.
- Knowledge of Microsoft Office and telephone protocol.
- Duties require professional, verbal and written communication skills and the ability to type 50 wpm.
- Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare correspondence, court/legal documents and written reports as required.
- Ability to effectively communicate orally and in writing with Judges, Judicial Administrator, co-workers, supervisors and other departments, social service agencies, probation department and the public, including being sensitive to professional ethics, gender, racial and cultural diversities; and disabilities.
- Ability to provide public access to or maintain confidentiality of Court information and records according to state law.
- High degree of organizational, communicative and administrative skills; ability to handle multiple tasks and prioritize tasks.
- Experience with general secretarial work.
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Knowledge of modern office procedures, methods and computer equipment and strong computer skills.
- A high degree of organizational, communicative and administrative skills.
- Ability to deal courteously and effectively with staff, associates, judges, attorneys and the public as required.

**RESPONSIBILITY:**

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the ODAP Director, Judges, Judicial Administrator and service needs of the Court and the public.

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**Medical:**

Blue Cross/ Blue Shield Health Insurance for a small monthly fee.

Dependents may be added for an additional fee paid 100% by employee.

**Dental:**

Optional - Basic plan provided through Reliance 100% paid by the employee.

Dependents may be added for an additional fee paid 100% by employee.

**Leave:**

Paid Time Off (PTO) is accrued semi-monthly, for a combined total of 24 days per year. PTO days do not roll over from fiscal/calendar year to fiscal/calendar year and is on a use or lose basis. Grant employees will not receive terminal leave pay for PTO days.

**Holidays:**

14 paid holidays subject to change upon Judges discretion.

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**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Administrative Assistant, ODAP Program for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
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\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name